



Chapter 17

TimeTalk 1.0(4) for Windows

TimeTalk 1.0(4) for Windows is an electronic appointment book that keeps track of your personal and work schedule. With TimeTalk, you can record appointments, ToDo lists, notes, and daily reminders. Additionally, TimeTalk can help you coordinate meetings with other TimeTalk users on the network and schedule events in the Training and Development Center.

Accessing TimeTalk

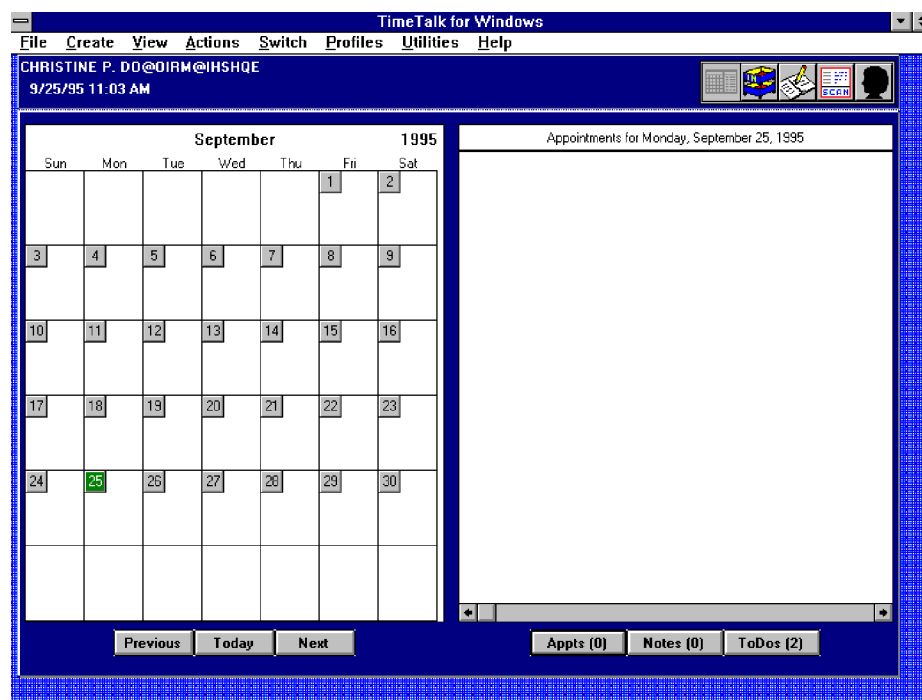
To access TimeTalk from Program Manager:

1. Double-click on the Office Communications group icon.
2. Double-click on the TimeTalk program-item icon.



The Calendar screen is displayed when you start TimeTalk.

TimeTalk window



Exploring the Window

This section describes each component in the TimeTalk window.

The Title Bar






The *title bar* is located along the top of the TimeTalk window and displays the name of the application.

The Menu Bar

The *menu bar* is located just below the title bar and displays the menu names. The menus contain the commands used in TimeTalk.

The Navigation Bar

The *navigation bar* is located on the upper-right corner of a screen and contains buttons that allow you to quickly move between screens:

Button	Action
	Displays the Calendar screen. From this screen, you can view your appointment book and daily task list.
 and to	Displays the Inbox screen. From this screen, you can review reply to notifications of recently proposed events and changes existing events.
	Displays the Events Form. From this screen, you can create a new event, read an existing event, respond to meeting proposals, and check the current status of a proposed meeting.
 select	Displays the Timelines screen. From this screen, you can the users and resources to be scheduled and specify the date, time, and duration of the event.
 your	Displays the Profile screen. From this screen, you can set work hours, the default values used when creating new events, and your calendar's security access.

Creating an Event

An *event* is any entry in a calendar, such as a meeting, appointment, ToDo item, note, or reminder.

To create an event:



1. From the Calendar, Inbox, or Timelines screen, click on the Create button. From the Calendar or Inbox screen, choose an event type from the Create menu.

Event Form

2. Press TAB or SHIFT+TAB to move between fields. You can also use the mouse to select a field.
3. Enter the appropriate information in the fields.



You must complete the date and subject fields. Other required fields depend on the event

4. Click on the OK button to save the event.

Modifying an Event

After you create an event, you may want to make changes to the time, date, location, agenda, or list of participants. When you modify an existing event, TimeTalk will send the attendees a notification of the changes.

To modify an event:

1. From the Calendar or Inbox screen, double-click on the event. Or highlight the event, and press ENTER.

The Event Form will appear.

2. Use TAB, SHIFT+TAB, or the mouse to move between fields.
3. Modify the event.
4. Click on the OK button, or press ENTER to save the event.

Replying to an Event

When you receive a proposed event, you can choose to accept, decline, reassign, or comment on the event.

To reply to a proposed event:

1. From the Calendar or Inbox screen, click on the event that you want to respond to, and choose a response from the Actions menu. From the Event Form, click on the Actions button, and choose a response from the drop-down menu.
2. When the response dialog box appears, enter any comments that you want to make.
3. If you are reassigning an event, enter the name of the person you are assigning it to.
4. Click on the OK button to carry out your action.

Setting Access Codes

To protect sensitive or private information, you can limit the access rights to your calendar.

To set access rights for your calendar:

1. From the User Profile screen, use TAB, SHIFT+TAB, or the mouse to move to the Calendar security field.

Calendar Security
field

Calendar Security: *@*@*, readcal

Below the text input is a list of permissions with checkboxes and arrows for selection.

2. Type the user name(s) or a pattern(s), followed by a comma and an access code. Separate multiple names and patterns with the same access code with a comma (e.g., Joe A. User@OIRM@IHSHQE, Jane Doe@OTA@IHSHQE, WRITE).

The following table describes the various access codes that are available in TimeTalk:

Access code	Meaning
NONE	Prevents other users from accessing your calendar.
PROPOSE	Other users can propose events to you, but cannot see your timelines or switch to calendar.
READTL	Other users can propose events to you and see your timelines, but cannot switch to your calendar.
READCAL	Other users can propose events to you, see your timelines, and switch to your calendar. However, they cannot open an Event Form or edit your calendar or User Profile.
READONLY	Other users can see your timelines, switch to your calendar, and display Event Forms. However, they cannot propose events to you or edit your calendar or User Profile.
READALL	Other users can propose events to you, see your timelines, switch to your calendar, and view Event Forms. However, they cannot edit your calendar or User Profile.
WRITE	Other users can see your timelines, switch to your calendar, display Event Forms, propose events to you, and edit your calendar, but cannot make changes to your User Profile.
ALL	Other users can see your timelines, switch to your calendar, display Event Forms, propose events to you, and edit your calendar and User Profile.

3. To add additional names or patterns, press ENTER to move to a new line.
4. Click on the OK button to save your security settings.

Switching to Another Calendar

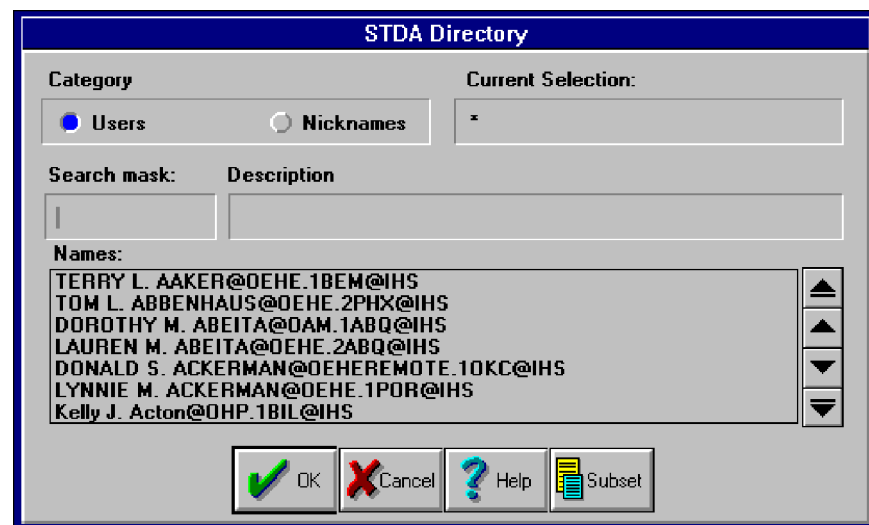
You can view the calendars of other users if you have access rights to the calendar that you want to switch to.

To switch to another calendar from the Calendar, Timelines, or Inbox screen:

1. Choose User from the Switch menu.

The STDA Directory dialog box appears.

STDA Directory
dialog box



2. At the insertion point (|), type the last name of the user whose calendar you want to switch to.

As you type a character, STDA searches through the list of names and displays the first match in the list box.

3. Double-click on the name. Or select the name, and click on the OK button.

To switch back to your personal calendar, choose Login Name from the Switch menu.

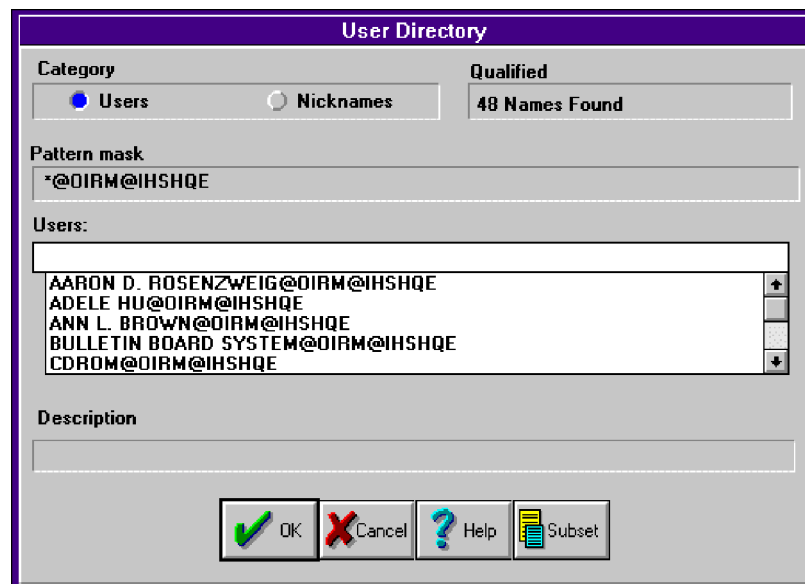
Accessing the Training Room Calendar

You can access the Training Room Calendar to determine if the Training and Development Center (Room 4B-12) will be available for your class, conference, presentation, or demonstration.

To access the Training Room Calendar:

1. If there is a check mark (T) next to the Use STDA command in the Utilities menu, click on the command to deselect it.
2. Choose User from the Switch menu.

User Directory
dialog box



3. At the insertion point (|), type *TRAINING ROOM*.
4. Double-click on TRAINING ROOM@OIRM@IHSHQE from the Users list box. Or select it, and click on the OK button.

To return to your personal calendar, choose Login Name from the Switch menu.

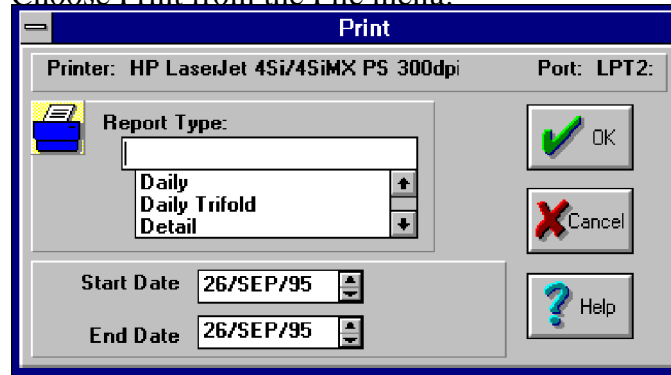
Printing a Calendar

With TimeTalk, you can print all of your weekly or monthly events.

To print your calendar from the Calendar, Inbox, or Timelines screen:

Print dialog box

1. Choose Print from the File menu.



2. Select a report type from the list box.
3. Specify the starting and ending dates for the events to be included in the report.
4. Click on the OK button.

Using the On-line Help

The on-line Help feature provides step-by-step instructions on how to use TimeTalk Help, commands, menus, and screens.

There are two ways to access Help:

1. Choose a command from the Help menu:

Command item	Action
Help for help	Provides instructions on how to use the on-line Help.
Help index	Provides a listing of general Help topics.
About such as	Displays information about TimeTalk, copyright and version.

-OR-

2. Click on the Help button in most dialog boxes to receive specific information about the items in the dialog boxes.

Exiting TimeTalk

To exit TimeTalk:

1. Double-click on the Control-menu box, or choose Exit from the File menu.

Additional References

For more information on TimeTalk 1.0(4) for Windows, obtain the following guide from your ADP Coordinator:

- © The *TimeTalk 1.0(2) for Windows User's Guide* provides detailed information and instructions on all functions.